

ICAR-NATIONAL INSTITUTE FOR PLANT BIOTECHNOLOGY

Lal Bahadur Shastri Building, Pusa Campus,

New Delhi-110012

Advertisement No.-4001-650/432475/Sci. Admin. Asstt.

Walk-in Interview

Applications from Indian nationals are invited for temporary engagement under the following project. Engagement shall be purely on contractual basis.

Title of the Project	Leveraging Wild Rice Genetic Resources to Identify and Characterize Genomic Loci Conferring Anaerobic Germination Tolerance, Early Seedling vigor, and Root plasticity for Adaptation to Dry Direct Seeding in Rice.
Funding Agency	Department of Biotechnology
Duration of the Tenure	For a period of one year from the date of appointment or till the completion of project whichever is earlier
Post	Scientific Administrative Assistant
No. of Post	One
Emoluments Fixed per month	Rs. 18000/- + 27% HRA
Essential Qualifications	Graduate degree in any discipline.
Desirable Qualifications	Experience of working in a laboratory set up having expertise in handling laboratory equipment, maintaining plant growth facilities in green house and in tissue culture laboratory, maintaining laboratory facilities, keeping official records, knowledge of GOI purchase procedures.
Date of Interview	15.06.2026 at 11:00 A.M.

Terms & Conditions:

1. Interested candidates will attend the Walk-In-Interviews with 4 copies of Application form along with 2 self – attested copies of all the documents related to educational qualifications/experience/publications etc. The candidates must also bring all the Original documents for verification. Applications (soft copy only) are invited from suitable candidates to apply by sending a cover letter detailing experience, with CV, and names with complete address (including e-mail) **on or before June 13 (5 PM)** by e-mail to Ms.Megha (megha.megha144@gmail.com).

2. The documents to be sent are as follows.
 - I. Application form strictly in the format given in the next page (all fields mandatory)
 - II. Complete CV.
 - III. Class 10 Mark sheet
 - IV. Class 10 Pass Certificate
 - V. Class 12 Mark sheet
 - VI. Class 12 Pass Certificate
 - VII. Graduation Mark sheet/Transcript
 - VIII. Graduation Degree Certificate
 - IX. Post-Graduation Mark sheet/Transcript
 - X. Post-Graduation Degree Certificate
 - XI. Experience Certificate (as & where applicable)
 - XII. No-Objection Certificate (essentially required if currently employed, as & where applicable)
 - XIII. Conversion factor from CGPA to percentage, wherever applicable.
 - XIV. PhD. Degree certificate. (as & where applicable)
 - XV. PhD mark-sheet. (as & where applicable)
 - XVI. SC/ST/OBC Non-Creamy Layer/PH certificate as applicable.
 - XVII. Copy of publication if any.
 - XVIII. Any other relevant documents.
3. Only candidates having essential qualifications would be considered for the interviews.
4. Number of post as advertised may increase or decrease depending upon the requirement of the Institute and various undergoing/running projects having same essential qualifications.
5. Incomplete applications without requisite documents in any form will be summarily rejected.
6. All the claims made in application form needs to be attached with substantial documentary evidence else the claim will not be considered.
7. For claiming experience, necessary experience certificate duly issued by competent authority has to be enclosed with application for consideration of the same.
8. Age Limit: Upper age limit for application to the post of **Scientific Administrative Assistant is 50 years** (As per DBT guidelines)
9. All the candidates must be present at least 60 minutes before the reporting time of interview to be acclimatized with the interview protocol.
10. No TA/DA would be given for appearing in the interview.
11. The positions are purely temporary, on a contractual basis and initially offered for one year or till project duration whichever is earlier. However, the positions can be terminated with one months' notice owing to any change in circumstances. The person selected will have no right to claim employment or engagement in ICAR at the end of the contract period.
12. Concealing of facts/canvassing shall lead to disqualification of the candidature.
13. The Competent Authority/Director of the Institute reserves the right to accept or reject any or all the applications without assigning any reason thereof.
14. The decision of the Competent Authority/Director of the Institute will be final and binding in all aspects.

15. In case of any disputes, it will be resolved within the jurisdiction of New Delhi Court only.
16. Candidates are advised to keep checking the Institute website on a regular basis for any kind of further information regarding interview.
17. The tentative date of interview is **15.06.2026**. The candidates shall report at LBS Building, Pusa Campus, New Delhi – 110012.

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APPLICATION FORM FOR THE POST OF SCIENTIFIC ADMIN. ASST.

1	Name of the Candidate	_____	Photo graph Passport size
2	Father's Name	_____	
3	Mother's Name	_____ 15.06.2026 _____	
4	Sex	_____ M _____ (F)	
5	DOB (dd-mm-yyyy)	_____	
6	Age as on <last date of receipt of application>	_____ years _____ months _____ days	
7	Address for Correspondence	_____ _____	
		State: _____ Pin code: _____	
8	Email ID (<i>kindly note all correspondence will be done to this email ID only</i>)	_____	
9	Contact No.	_____	
10	Category (Check wherever applicable)	<input type="checkbox"/> UR <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> PH	
11	Educational Qualificati		

Exam/ Degree	Board/ University	Subject	Year of Passing	Marks/ CGPA obtained	Maximum Marks/ CGPA	Percentage	CGPA to percentage conversion formula attached? Yes/No
10th							
12th							
B.Sc./ B.Tech							
M.Sc./ M.Tech							
PhD							

12 Publications* (if any)

I) _____

II) _____

III) _____

*If there are more publications, a list may be attached as Annexure with signature and date

13 Experience** (if any)

Sl. No.	Name of Employer	Position held	From	To	Experience Certificate/ NOC attached? Yes/No
I)					
II)					
III)					

IV)					
V)					

** If worked under more employers, a list may be attached as Annexure with signature and date

14 Total experience _____ years _____ months _____ days

16	Checklist	Self-attested Copy Attached with Application? (Yes/No)
I)	Complete CV	
II)	Class 10 Mark sheet	
III)	Class 10 Pass Certificate	
IV)	Class 12 Mark sheet	
V)	Class 12 Pass Certificate	
VI)	Graduation Mark sheet/Transcript	
VII)	Graduation Degree Certificate	
VIII)	Post-Graduation Mark sheet/Transcript	
IX)	Post-Graduation Degree Certificate	
X)	Ph.d Mark sheet and/or degree certificate	
XI)	NET/GATE qualified scorecard/certificate (as & where applicable)	
XII)	Research Publications (as & where applicable)	
XIII)	Experience Certificate (as & where applicable)	
XIV)	No-Objection Certificate (if currently employed, as & where applicable)	
XV)	Conversion factor from CGPA to percentage (wherever applicable)	
XVI)	SC/ST/OBC Non-Creamy Layer/PH certificate (as& where applicable)	
XVII)	Any other relevant documents	

I hereby declare that the information furnished on the previous page and above is true to the best of my knowledge.

I also declare that I do not have any relation with any person employed with ICAR/ICAR-NIPB.

If yes, the Name and designation of the related persons mentioned below.

Place
Date

Signature